



CITY OF EL PASO, TEXAS
HUMAN RESOURCES DEPARTMENT
CONTRACT REQUEST

RECEIVED

MAR 29 2007

20

TO BE COMPLETED BY REQUESTING DEPARTMENT:

Date: 03/23/07

Requesting Department: Financial Svcs-Grant Svcs. Division	Requestor: Carmen Arrieta-Candelaria	Title: CFO	Initials: <u>CA</u>
Name of Contractor: Virginia Price	Address of Contractor: Street Address: _____ City, State ZIP _____		
Social Security No.: _____			

Type of Contract: <input type="checkbox"/> Personal Services <input type="checkbox"/> Professional Services <input checked="" type="checkbox"/> Independent Contractor	<input checked="" type="checkbox"/> Contract Amendment <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Intern: Graduate <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/>	<input type="checkbox"/> NEW Contract <input checked="" type="checkbox"/> RENEWAL Contract
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Funding Account: 10010274-501011-01101-10000	Effective Dates: <u>4/1/07</u> Through <u>4/2/08</u> April 06, 2007 April 05, 2008		
Prior Incumbent (If Applicable): NA	Position # (If Applicable): NA		
Position Title: Grant Writer			
Pay: \$20.00	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Biweekly <input type="checkbox"/> Other:	Hrs Per Week: TBD	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time
Total Contract Amount: \$(not to exceed) 10,000	Eligible for Benefits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

NOTE: The "Comments" block must be filled out with the following information: Is this a Civil Service position? Must be stated that it is or isn't. If it is, why do we need a contract needed rather than using a Civil Service position? Is it of limited duration? Must be stated that it will only last as long as the grant.

Comments: This is a one-year extension of this contract to continue the services of Ms. Virginia Price, who is providing contractual services to the Grants Services Division at Financial Services as a Grant Writer on an on-call, per project basis under the new policy passed and approved on 3/23/06 and signed by the CSC where it states that "The contracts are temporary in nature, the contracts are for part time positions and the contracts are required for reason of economy, efficiency and immediate and temporary need, and such contracts are necessary for terms set forth in Attachment "A" and for which no similar civil service position exists."

Attachments: ☒ Attachment "A" Scope of Duties ☒ Pre-Employment Form ☒ Resume
☐ Agenda Item Form ☒ Other: Copy of College Transcript; Copy of ID.

TO BE COMPLETED BY HUMAN RESOURCES:

<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Type	If Contract Amount over 50,000: CCA Date: N/A	CSC Date: <u>4/2/07</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Forward to City Attorney's Office for Preparation of Contract			
Human Resources Director: <u>[Signature]</u>		Date: <u>3-30-07</u>	
Date: <u>4/2/07</u>		City Attorney's Office Recommendation: <input type="checkbox"/> Forward to CSC <input type="checkbox"/> Do Not Forward to CSC	
cc: Assistant City Attorney, John R. Batoon ✓ OMB CSC Recorder Human Resources Certification		Asst. City Attorney: _____ Initials _____ Date _____	

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

CARMEN ARRIETA-CANDELARIA
CFO/COMPTROLLER

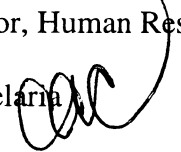


CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
J. ALEXANDRO LOZANO, DISTRICT 3
MELINA CASTRO, DISTRICT 4
PRESI ORTEGA, JR., DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

FINANCIAL SERVICES

MEMORANDUM

To: Linda Thomas, Director, Human Resources

From: Carmen Arrieta-Candelaria 

Re: Grant Writer Contract Renewal for Ms. Virginia Price

Date: March 28, 2007

This is a request to renew a contract for Ms. Virginia Price, whose contract is being renewed as an on-call grant writer for the Grants Services Division of the Financial Services Department. Please if any questions, you may contact Nancy Melendez-Forbes at Ext: 4445. Thank you.

Name: Virginia Price
SS#:
Address:

Employment Period: 04/06/07 – 04/05/2008

El Paso

VIRGINIA E PRICE

616 N. VIRGINIA SUITE D

EL PASO, TEXAS 79902

915-532-0521

915-328-6414

E-MAIL: VIRGINIA@GENESIS21.BIZ

S U M M A R Y

Professional executive with fifteen (15) years of experience in public affairs, resource development and financial planning and management. Expertise in providing guidance toward developing resources and building internal financial structures, as well as analysis and strategic development of programs that support Hispanic women.

PROFESSIONAL EXPERIENCE

GENESIS 21, El Paso, Texas

Owner-President

1997

Provided guidance to local and national clients in strategic planning, public and government affairs, program planning, political and socio-economic research, and resource management. A sample of clients includes(d):

- Cameron Works, Inc.-Provide grant writing and resource development technical assistance
- El Paso Community College-Instructor for the Small Business Management Institute (SBMI)
- The Women's Funding Network- Co-conducted the feasibility study, gathered information on the legal structure and authored the business plan for the Border Women's Development Fund.
- El Paso Hispanic Chamber of Commerce- Provided technical assistance to small business owners through the Women's Business Border Center. Provided evaluation services to the SBA funded HUBZone Center of Excellence.
- The United States Department of Defense, Space and Missile Defense Command – Compiled baseline research to develop strategies to link Historically Underutilized Business (HUB)Zone businesses to defense procurement opportunities
- Tierra Del Sol Housing Corporation – Developed strategies to institute assisted living models for low-income elderly living in southern New Mexico and west Texas
- El Puente Community Development Corporation – Developed business strategies to provide economic opportunities for Spanish speaking displaced workers. Authored a business plan for El Puente which was nationally recognized by the Yale School of Management and Goldman Sachs Foundation.
- North American Development Bank - Community Adjustment and Investment Program– Facilitated a national meeting of representatives from Trade affected communities to formulate and recommend national policies and programs to assist in worker re-training and economic transitioning
- Levi Strauss Foundation – Consulted on a \$13 million philanthropic effort in five (5) communities and three (3) States impacted by Levi Strauss & Co. plant closures. These efforts were focused on economic and small business development.
- Levi Strauss and Company- Researched and compiled community profiles that were incorporated into comprehensive public/government affairs strategies for all twenty-two (22) communities in which the company had a presence; directly carried out the public affairs efforts that included media relations, internal/external communications and government affairs in four (4) communities and three (3) States impacted by LS & Co. plant closures.
- Rio Grande Cancer Foundation - Developed the Foundation's grantmaking program totaling \$2 million annually, managed the design of Foundation marketing research efforts (needs assessment) and made recommendations regarding internal financial and management structures.

PASO DEL NORTE HEALTH FOUNDATION, El Paso, Texas

Program Officer

1995-1997

Designed and implemented a \$10 million grant program for a newly formed conversion health foundation. Prepared the organization's strategic plan in coordination with the Board of Directors. Developed and designed the template and processes for a community resource assessment which provided the baseline data for the establishment of the Foundation's grant priorities. Facilitated the initiation of health coalitions and collaborative partnerships that provided information regarding effective models to promote health through effective targeted grantmaking.

- Designed the initial operating plan for the Foundation that included organizational design, staffing patterns and first-year financial projections totaling \$11 million.
- Completed the Foundation's strategic plan to include an in depth analysis of the socio-economic and health conditions of the border region. The study, titled Behavioral Risk Factor Surveillance Survey (BRFSS), developed the Foundation's core strategy for investment in health prevention and education, and was the first regional BRFSS ever undertaken in coordination with the Centers for Disease Control and Prevention and a state Department of Health.
- Initiated the Foundation's grantmaking programs by identifying priority elements of the BRFSS in nutrition and physical activity. Based on these priorities and further research, developed initiatives through an ongoing 26-member coalition of key external stakeholders. One resulting elementary school-based program has been successful in providing proper nutrition and physical activity education for 50,000 children in 70 elementary schools, in 12 Texas and New Mexico school districts, and has been recognized as a national model of public-private partnerships by the White House.

PROVIDENCE MEMORIAL HOSPITAL, El Paso, Texas

Senior Financial Analyst

1994-1995

Analyzed the comprehensive financial performance of existing hospital programs totaling \$180 million annually, and provided recommendations for improvements. Completed feasibility studies for proposed hospital projects valued at \$15 million.

- Supported the sale and conversion of the hospital to a foundation totaling \$130 million.
- Provided analysis and recommendations that reversed a \$1.8 million dollar loss in the Home Health program.
- Developed and directed a Women and Infants task force comprised of 32 individuals representing a broad cross-section of the community. This task force was used to assess the hospital's current programs and facilities, and provided valuable input for enhancement and improvements in the areas of facilities, programming, and internal/external communications.

CATHOLIC DIOCESE OF ELPASO, El Paso, Texas

Comptroller

1989-1994

Directed the financial management and reporting for a \$15 million budget comprised of 54 parishes, 11 schools, 36 diocesan ministries and 550 employees. This included reporting to the finance board, preparing and monitoring the diocesan operating budget, long- and short-term planning of diocesan programs, accounting and monitoring of investment portfolios and evaluating existing and proposed programs.

- Initiated institutional changes in financial management and reporting that were necessary in creating critical relationships with local financial institutions. These partnerships supported the growth of the diocese and provided the resources needed to undertake capital projects totaling \$20 million.
- Restructured diocesan debt in partnership with local financial institutions to produce significant savings in interest costs and support the long-term goals of continued growth and expansion.
- Developed and initiated on-site parish assessments to improve internal/external communication, support for programs and financial management.

EDUCATION

New Mexico State University
Bachelor of Accountancy 1986

LICENSURE

Certified Public Accountant 1992

PROFESSIONAL ORGANIZATIONS

Texas Society of Certified Public Accountants

AWARDS AND RECOGNITION

Business Circle Award for Outstanding Community Service- Awarded by El Paso Hispanic Chamber of Commerce	2000
USHCC-Outstanding Practices in Promoting Hispanic Owned Businesses Nominee	2001
SBA "Woman in Business Advocate of the Year"	2002
SBA- National Administrator's "Award for Excellence"	2002
YWCA Paso del Norte – "REACH" Award	2004
Texas House of Representatives	2005

BOARDS & AFFILIATIONS

Treasurer, Board of Directors, The Women's Funding Network, San Francisco, California
President, Board of Directors, Frontera Women's Fund, El Paso, Texas
Board of Directors, El Paso Hispanic Chamber of Commerce
Past Treasurer, Board of Directors, El Paso Empowerment Zone Corporation
Past President, Board of Directors, El Paso 8(a) and Minority Government Contractors Association
Past Treasurer, Board of Directors, El Paso Cancer Treatment Center
Advisory Committee, SBA Women's Border Business Center, El Paso, Texas
Board of Directors, Clinica Guadalupe, El Paso, Texas
Board of Directors, American Diabetes Association, El Paso, Texas

PUBLICATIONS AND PRESENTATIONS

El Paso Health Report, Paso del Norte Health Foundation, January 1997.

Identifying Priorities for Newly Emerging Health Foundations, Conference of Southwest Foundations, December 1996.

Identifying Health Priorities in Border Populations, abstract submitted to *Bridging the Gap: Enhancing Partnerships to Improve Minority Women's Health*, U.S. Public Health Service, Washington, D.C., January 1997.

Strategic Planning: Setting the Course for New Health Foundations, Conference of Southwest Foundations, April 1997.

Community-Based Behavioral Risk Factor Surveys - A Case Study, presented at the *American Statistical Association Annual Meeting*, Anaheim, California, August 1997.

Using a Community Coalition to Promote Health in the Schools, presented at *The Effects of Poverty on Children's Health: A U.S. Border Conference on Children's Health*, The UT System Texas-Mexico Border Health Coordination Office, El Paso, Texas, October 1997.

Immigration, Border Work, and Labor Issues, presented at *The Education of the New Workforce of the Americas*, California State University, Hayward, California, March 1998

Developing Strategic Alliances to Promote Business Growth, presented at *Expect the Unexpected, Enhancing Minority Supplier Development*, The Marion Ewing Kauffman Center for Entrepreneurial Development, Kansas City, Missouri, July 2000

Enhancing Outcomes for Spanish Speaking Workers through Effective Employer Engagement, presented at *Improving Services for LEP Customers*, Dallas Regional Office, United States Department of Labor, Dallas, Texas, March 2003

Women and Development Amidst Free Trade, presented at the *Institute for Women's Policy Research National Conference*, Washington, D.C., June 2003

Successful Practices for Funding and Supporting Capacity Building, presented at *Growing Communities of Values and Interests for Action*, Women's Funding Network, Toronto, Canada, April 2004

Effectively Integrating Bilingual Vocational Training, Demand Occupations and Employer Engagement, presented at *Quarterly Workforce Forum*, Texas Workforce Commission, Austin Texas, August 2004

Global Migration and Its Effects on the Safety and Security of Women, presented at the *Women's Funding Network Annual Conference*, San Diego, California, April 2005

Social Purpose Business –What's the Bottom Line, presented at *'Social Change and the Power of Nonprofits*, Non Profit Enterprise Center Annual Conference, El Paso, Texas June 2005

Attachment A

Grant Writer (Contract Position) SCOPE OF DUTIES For Virginia Price

Job Summary

Under general direction, develop and submit grant applications and funding requests to governmental sources and foundations and corporations for City projects and programs. This position reports directly to the GSD Coordinator.

Typical Duties

- Participate in planning and developing grant proposals or similar funding requests to obtain funding for City Departments. Involves:
 - Review grants applications to ensure that requesting department meets eligibility criteria for funding. Makes appropriate phone calls and/or emails funding agency to clarify requirements or guidelines.
 - Meets with GSD and requesting department staff to discuss and determine grant funding request; outline grant requirements and procedures, establish objectives and develop plans which will include a realistic timeline to develop grant proposal.
 - Assist in resolving issues and conflicts with funding agencies
 - Maintain on-going communication with identified department staff throughout the grants development process to ensure questions, information, and documents are provided on a timely basis in order to solidify the grant application.
 - Must participate in a peer-review process to allow GSD grant writing team to evaluate and critique proposal draft in order to strengthen grant application
 - Communicate with GSD staff to ensure that documents required as attachments are made available on a timely basis.
 - Confer with representatives of funding sources to work out final details of proposal if necessary.
 - Will provide electronic or hard copies of grant proposals to GSD
 - When appropriate, such as an electronic submission, submit grant application to funding sources to meet submission deadline and will provide affected department with confirmation of grant submission.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Business Administration, English or a related field, plus three (3) years of professional experience writing, developing or administering contracts or grants, including preparation of grant applications, contracts or similar documents.

STATE OF TEXAS)
)
COUNTY OF EL PASO)

INDEPENDENT CONTRACTOR AGREEMENT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **VIRGINIA PRICE**, hereinafter referred to as "Contractor," witnesseth:

WHEREAS, on June 21, 2005, City Council adopted Ordinance No. 16072 allowing the City Manager or his or her designee to enter into and sign certain contracts on behalf of the City that are personal services, professional and temporary services, independent services contracts, and other service contracts authorized under the Charter, either part-time or full time; and,

WHEREAS, this contract falls within the parameters of Ordinance No. 16072; and,

WHEREAS, the City desires to engage the Contractor on behalf of the Financial Services, Grant Services Division as a Grant Writer and;

WHEREAS, Contractor possesses the skills to render said services to the City;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. The Contractor shall perform the services found in Attachment "A" attached and made a part hereof, under the terms and conditions hereinafter stated, and the Contractor hereby accepts and agrees to perform such services. Contract Employee agrees to adhere to all relevant rules and policies of the Financial Services, Grant Services Division.

2. TIME OF PERFORMANCE. The services of Contractor are to take place from April 13, 2007 through April 12, 2008. The City Manager shall have the authority to automatically renew this contract for one or more additional set of periods of time, by

giving written notice to the Employee not less than thirty (30) days prior to the date upon which this contract would otherwise terminate. Written notice is given by way of this contract.

3. COMPENSATION AND METHOD OF PAYMENT. The Contractor shall be paid an hourly rate of Twenty and 00/100 Dollars (\$20.00). The total amount of the contract shall not exceed \$10,000.00. The City will provide no fringe benefits. Contractor agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments. Additionally, the City Manager is hereby further authorized to approve and sign on behalf of the City any non-monetary amendments to this agreement.

5. LOCATION OF PERFORMANCE. The places where such services are to be performed is in the Financial Services, Grant Services Division, in the City and County of El Paso, Texas, or such other places as may be necessary to fulfill the terms of this Contract.

6. INDEPENDENT CONTRACTOR RELATIONSHIP. Nothing herein shall be construed as creating a relationship of employer and employee between the Parties. The City shall not be subject to any obligations or liabilities of the Contractor incurred in the performance of this contract unless otherwise herein authorized. The Contractor expressly agrees to indemnify and hold harmless the City for any and all liabilities and obligations incurred due to any breach of contract or negligent acts or omissions or other defalcations on the part of the Contractor.

7. LAW GOVERNING CONTRACT. For purposes of determining the place of the contract and the law governing the same, it is agreed that the contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

8. TERMINATION. Either party may terminate this contract without cause after five (5) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contractor of the cause for termination. The City shall have the right immediately to terminate the Contract for default if the Contractor violates any local, state, or federal laws, rules or regulations that relate to the performance of this Agreement.

9. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Contractor for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

10. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Contractor at the following addresses:

CITY: City of El Paso
Financial Services, Grant Services Division
Attn: Chief Financial Officer
Two Civic Center Plaza, 7th Floor
El Paso, Texas 79901

CONTRACTOR: Virginia Price

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this _____ day of April, 2007

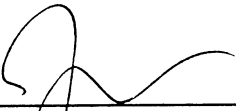
CITY OF EL PASO, TEXAS:

CONTRACTOR:

Carmen Arrieta-Candelaria, CFO
Financial Services Department

Virginia Price

APPROVED AS TO FORM:



John R. Batton
Assistant City Attorney

APPROVED BY THE CIVIL SERVICE COMMISSION:

BY: _____
Secretary

DATE: April 12, 2007